ISSUE #3 November, 2013

Hearth, Patio & Barbecue Expo 2014

HPBExpo
MARCH 5-8, 2014
SALT PALACE
CONVENTION CENTER
SALT LAKE CITY, UT
HPBExpo.com

EXHIBITOR BULLETIN

Your source for Expo 2014 news and information.

EXHIBITOR SERVICE MANUAL ONLINE | The HPBExpo 2014 Exhibitor Service Manual is now available online. Exhibitors can access the manual, available through Freeman Online, on the HPBExpo website. Go to **www.hpbexpo.com**, to the **EXHIBITORS** section, and click on **EXHIBITOR SERVICE MANUAL** to review our Exhibitor Welcome Letter, the Service Manual Table of Contents, and to access the link to Freeman Online. Be sure to click on **FORMS & BROCHURES** within Freeman Online, to access each section of our Service Manual.

What's different: We have divided the Freeman brochures and order forms into separate sections, to help you better navigate the Manual. Below is a list of the revised Service Manual Sections for HBPExpo 2014:

1. *Introduction, General Information*
2. *Registration, Housing, Travel*
3. *Trade Show Rules & Variances*
4. *Indoor Burning*
5. *Outdoor Burning*
6. *Marketing, Sponsorship*
7. *Shipping (Freeman)*
8. *Drayage/Material Handling (Freeman)*
9. *Freeman Intro & Payment Info (Freeman)*
10. *Furnishings, Carpet & Cleaning (Freeman)*
11. *Rental Exhibits & Graphics (Freeman)*
12. *Labor Services (Freeman)*
13. *Electrical Services (Freeman)*
14. *Additional Show Services (Other Approved Vendors)*
15. *Complete Service Manual (All Sections in one PDF)*

HAVE YOU BEEN RECEIVING OUR EMAIL UPDATES? | If you are having trouble receiving our exhibitor email updates, be sure to bookmark our **ARCHIVE** page at **http://www.hpbexpo.com/exhibit/bulletin-email-archive/** or shortcut URL: **http://bit.ly/16Loe2M.** Here you will find Exhibitor Bulletins and email archives.

If you do not have your digital booth password (Company ID #) on file, please send an email request to amyjackson@hpba.org .

EXHIBITOR LISTING UPDATE | Many exhibitors have **not** logged into their digital booth to update and add information to their listing that appears both **online and in the printed *Show Guide***, distributed onsite at the Expo. Please be aware that exhibitors that have not added brands or products to their digital booth WILL NOT appear in the brand or product indexes of the printed *Show Guide*. Exhibitors also have the opportunity to add a Company Profile (limit 100 words) that will appear in the printed *Show Guide*. Exhibitors that do not add a company profile to the digital booth WILL NOT have a company profile in the printed *Show Guide*. Please take a moment to update this information as soon as possible. Data for the printed *Show Guide* will be downloaded at the close of business on January 6. **Any changes made to the digital booth after January 6 WILL NOT appear in the printed *Show Guide*.**

Go to http://www.hpbexpo.com/exhibit/exhibitor-action-forms/ and click on Digital Booth/Show Guide Listing Update. OR use this shortcut URL: **http://bit.ly/1bNDy0e**. Click to highlight your company name and enter your password, as indicated above.

INDOOR AND OUTDOOR BURING FORMS | Exhibitors requesting to burn appliances should complete and return the enclosed form(s) (outdoor on reverse side). Forms must be submitted no later than December 31.

Hearth, Patio & Barbecue Association
1901 North Moore Street, Suite 600, Arlington, Va. 22209
Phone: (703) 522-0086 Fax: (703) 522-0548

PLANS FOR 2014 START HERE

NEW PRODUCT PAVILION/ATTENDEE CHOICE AWARD ENTRIES DUE JANUARY 6 | We will be accepting New Product Pavilion/Attendee Choice Award entries until **January 6, 2014**, to be listed in the NPP/ACA showcase in the printed *Show Guide*. If space allows, we will continue to accept entries after the January 6th deadline, however, these entries WILL NOT be listed in the printed *Show Guide*. All entries will be accepted on a first-come first-served basis. Submit your entry as soon as possible to guarantee your space!

http://www.hpbexpo.com/show-info/new-products-pavilions/new-product-pavillion-registration/ or visit shortcut URL: http://bit.ly/1aHpVVp

BADGE REGISTRATION AND HOTEL RESERVATIONS | Don't forget to register your staff for exhibitor badges and make hotel reservations.

- **Badges:** All exhibit personnel must register for badges to enter the show floor. Register your booth staff for badges today and update any time prior to printing badges onsite at an Express-Badge Pick-up counter.
- **Housing:** Register for official Expo housing through our website. Only reservations through onPeak are guaranteed for HPBExpo 2014. ***BONUS:* Exhibitors that reserve housing through onPeak* receive 5 additional Priority Points for 2015 booth selection. Receive another 10 Priority Points for 2015 if 50 or more room nights are booked. *Reservations must be made prior to January 1, 2014 for priority point bonus.***

EXHIBITOR REGISTRATION WIDGET | New this year – a free and easy way to promote your booth and the show from your own website – the Exhibitor Registration Widget. Download the code from your HPBExpo registration dashboard and place on your website to display your company's name and booth number, as well as a single-click means for your exhibitors to register for HPBExpo! See the enclosed insert for an example.

HPBExpo SPONSORSHIP AND ADVERTISING OPPORTUNITES | Your involvement at HPBExpo 2014 doesn't have to be limited to your booth space – with any of our sponsorship opportunities you have the chance to reinforce your message to a captive and qualified audience. View our online sponsorship brochure at http://bit.ly/1bWljaM or contact our Sponsorship and Advertising Sales Associate, Pam Fitzgerald at fitzgerald@hpba.org or (703)522-0086, ext. 162.

PFI HOSTS BREAKFAST & BIOMASS | Are you looking to connect with members of the pellet industry? Join PFI, HPBA and fuel manufacturers, distributors, appliance manufacturers and retailers for the latest information on the pellet industry and network with colleagues from the US, Canada and Europe. Mark your calendar for Thursday, March 6, 2014 at Salt Palace Convention Center, 7:30-9:00 a.m. Registration is $25 for PFI/HPBA members and $35 for non-members. Sign up today as you register for HPBExpo. For more information, visit www.pelletheat.org.

FLOOR PLANS | Exhibitors are urged to check the online floor plan on a regular basis to stay apprised of changes near their booth space. Direct links available at: http://www.hpbexpo.com/exhibit/floor-plans/.

QUESTIONS? | Contact Exhibits Manager, Amy Jackson – amyjackson@hpba.org or (703)522-0086, Ext. 125

CANYONS RESORT

WELCOMES

HPBA EXPO

2014 ATTENDEES & EXHIBITORS

HPBA Expo Ski & Snowboard Package

Sunday March 9, 2014

Come join your HPBA friends and extend your stay with a fun filled ski day after Expo. Take advantage of our negotiated special rates for you to enjoy a day of skiing or snowboarding along with lunch at Canyons Resort in Park City, Utah. All you need to do is bring yourself as everything will be covered from transportation, lift ticket, lunch and our company (rentals provided at additional discounted rate).

Canyons is the largest ski and snowboard resort in Utah with 19 chairlifts and 4000 acres of skiable terrain. Canyons Resort features an unrivaled collection of distinctive mountain cuisine. Enjoy a variety of options from simple to elegant at the Resort Village and On-Mountain.

CANYONS

http://www.canyonsresort.com

Package includes:

All day ski pass + $25 gift card for lunch good at any one of 12 on-site restaurants, and transportation. (NOTE: equipment rentals, gratuities & incidentals not included)

HPBA Rate: $120.00 **Value:** $202

Need ski and snowboard rentals?

HPBA has negotiated special rates for equipment rentals along with a special private fitting at the main rental facility at Canyon Mountain Sports. An HPBA representative will be on hand to escort you to the fitting upon arrival. Sport, Performance, Demo, and junior rentals available.

HPBA Rate:

From $41.63 - $50.61 Value: $55.50 - $82.72 - Includes skis, helmet or snowboard, poles, bindings and boots. (Pricing reflects a 25% discount from walk-in rates. Includes taxes & fees) Go to www.rentskis.com/hpb to get started now on your rental.

Hearth, Patio & Barbecue Expo 2014

SCHEDULE

Sunday March 9th, 2014

HPBA Shuttles pick up - 7:00 a.m.
at the Salt Palace Convention Center (Bus pick up/drop off location)

Arrive at Canyons Resort - 7:45 a.m.

Rental pick-up & fittings at Canyon Mountain Sports - 8:00 a.m. - 9:00 a.m.

Ski & fun on the mountain starts at 9:30 a.m.

Lunch on own
(Gift cards distributed on bus for use at any restaurant located at Canyons)

HPBA Shuttle Bus Departure 4:30 p.m.

For additional information: Phone: (800) 544-6648 (please reference the HBPA Canyons Package). Contact Rachel Pratt, Registration Manager, HPBA Association: (703) 522-0086 ext. 114 or email pratt@hpba.org.

Make the most of your trip and join us for some fun on the slopes!

Hearth, Patio & Barbecue Expo 2014

MARCH 5-8, 2014
SALT PALACE
CONVENTION CENTER
SALT LAKE CITY, UT
HPBExpo.com

Indoor Burn Area Appliance Specs

Exhibitors planning to burn appliances on the INDOOR show floor must submit this form as soon as possible. Please be as accurate as possible, so that we may adequately serve you. **It is very important that this form be completed and returned to HPBA by December 31, 2013.** Updates may be submitted after this deadline, if needed.

Company Name:_____

Contact Name:_____

Phone:_____**Fax**:_____

E-mail Address:_____ **Indoor Booth #:** _____

Indoor Booth Size: _____**x**_____ **OR** _____ **Square Feet**_____

❑ **INDOOR NATURAL GAS:** In addition to this form, please complete a Natural Gas Service Order form from SPCC

Total # of Appliances to Burn Natural Gas*:_____
Total BTUs required to fuel **all** appliances listed:_____ BTUs/H
Maximum number allowed = 1 per 400 square feet of contracted booth space.* ***THIS WILL BE MONITORED BY SHOW MANAGEMENT.*

APPLIANCE(S) (only those approved for indoor use)	BTUs/HOUR	Vent Type (B-Vent, Direct-Vent, Vent-Free)
1		
2		
3		
4		
5		

(for more than 5 appliances, please include separate list)

❑ **INDOOR ALCOHOL FUEL:** Total # of Appliances to be operated:_____

APPLIANCE(S) (only those approved for indoor use)	FUEL BEING USED

❑ **OTHER:** Other fuels are not permitted indoors. HPBA does not allow propane tanks of any size OR any type of cooking inside the convention center.

See complete Indoor Burning Requirements in Section 4 to ensure your booth and appliances meet expectations.

Please send or fax this completed preliminary form no later than **December 31, 2013** to:
Hearth, Patio & Barbecue Association Attn: Exhibits 1901 North Moore Street, Suite 600 Arlington, VA 22209
OR FAX: (703) 522-0548

MARCH 5-8, 2014
SALT PALACE
CONVENTION CENTER
SALT LAKE CITY, UT
HPBExpo.com

Outdoor Burn Area Appliance Specs & Fuel Order

All OUTDOOR BURN AREA exhibitors must submit this form as soon as possible. Please be as accurate as possible, so that we may adequately serve you. **It is very important that this form be completed and returned to HPBA by December 31, 2013.** Updates may be submitted after this deadline, if needed.

Company Name:_____

Contact Name:_____

Phone:_____**Fax**:_____

E-mail Address:_____ **Outdoor Booth #:** _____

Outdoor Booth Size: _____**x**_____ **OR** _____ **Square Feet**

❑ **OUTDOOR NATURAL GAS:** In addition to this form, complete a Natural Gas Service Order form from Questar

Total Number of Natural Gas Appliances:_____ Average BTUs/Hour_____

APPLIANCE(S)	BTUs/HOUR	APPLIANCE	BTUs/HOUR
1		6	
2		7	
3		8	
4		9	
5		10	

(for more than 10 appliances, please include separate list)

❑ **PROPANE TANKS^**:

Total Number of LP Appliances: _____ Tank Size Requested:_____lb. HPBA supplying tanks? (Circle One): Yes^ No

APPLIANCE(S)	BTUs/HOUR	APPLIANCE	BTUs/HOUR
1		6	
2		7	
3		8	
4		9	
5		10	

(for more than 10 appliances, please include separate list)

❑ **PELLETS^^:**
Number of Appliances:_____ Total number of bags needed daily (40 pound bags): _____

❑ **CORD WOOD^:**
Number of Appliances:_____ Quantity needed daily:_____logs Size Requested:_____

❑ **CHARCOAL^:**
Number of Appliances:_____ Quantity needed daily:_____

❑ **CORN^:**
Number of Appliances:_____ Total number of bas needed daily (40 pound bags): _____

❑ **OTHER** fuel being burned: _____

See complete Outdoor Burning Requirements in Section 5 to ensure your booth and appliances meet expectations.

^ Propane, pellets, wood, charcoal and corn are delivered to your booth and changed out FREE OF CHARGE by HPBA if ordered in advance via this form.
^^We cannot guarantee availability of any one wood pellet manufacturer/brand. If you require a specific manufacturer/brand, we suggest shipping your own supply.

Please send or fax this completed preliminary form no later than **December 31, 2013** to:
Hearth, Patio & Barbecue Association Attn: Exhibits 1901 North Moore Street, Suite 600 Arlington, VA 22209
OR FAX: (703) 522-0548

Promote Your Booth with the *Exhibitor Registration Widget*

FREE TO EXHIBITORS

CompuSystems, the official registration and lead retrieval provider for ***Hearth, Patio & Barbecue Expo 2014***, is pleased to offer exhibitors a free and easy way to promote their booth and the show from their company's own website, by means of the Exhibitor Registration Widget. This widget is a small snippet of code that exhibitors can download from the show's Connect*ME* registration dashboard and place on their corporate website. The widget matches the look and feel of the show's website and dynamically displays the exhibitor's name and booth number, and also allows a visitor single-click access to the event's registration page.

Once placed on your website, you will also be able to see how many people clicked on the widget - as well as how many registrations resulted from those clicks, via your Connect*ME* exhibitor registration dashboard. You will also have access to the list of registrants who registered via your widget, which includes title, city, state, and date and time registered.

Features

- Downloadable from exhibitor's Connect*ME* registration dashboard
- Displays exhibiting company's name and booth number
- Single click access to the show's registration page
- User statistics viewable via the Exhibitor's Connect*ME* registration dashboard
- Exhibitor access to a list of registrants who registered via their widget

3 simple steps

1. **Log-in to the exhibitor registration website and access the Connect*ME* Dashboard via the link below.**
2. **Access the Registration Widget by selecting the icon under booth promotion in your exhibitor dashboard.**
3. **Add 'Widget Code' to the web page of your corporate website where you want it displayed.**

Get Started

Access the exhibitor registration website Connect*ME* Dashboard using the link below:*

https://www.compusystems.com/servlet/ar?evt_uid=929&site=EXH *Member ID/Company ID required

For more information, call Exhibitor Services Support at **+1 708.786.5565**